

MCRC (OFFICER APPOINTMENTS) REQUEST FOR APPOINTMENT (RFA) COMMISSIONING PACKAGE CHECKLIST

NAME _____	PROGRAM PLC _____ OCC _____ ECP _____ USNA _____ USAFA _____ NROTC _____ MECEP _____ MCP-R _____ USMA _____ USCGA _____ RECP _____	REFERENCES: MCRCO 1100.2A NSTC OPMIS MESSAGES IRAM MCO P1070.12J MARCORSEPMAN MCO P1900.16F NSTCINST 1533.2A (NROTC ROD)
SSN _____	COMPONENT GROUND _____ RESERVE _____ STUDENT NAVAL AVIATOR _____ LAWYER _____ NAVAL FLIGHT OFFICER _____	
RS (PLC/OCC ONLY): _____		
MCD/UNIT: _____		
OSO/MOI/REP: _____		

COVER PAGE

_____ COMMANDING OFFICER'S ENDORSEMENT: NROTC AND ENLISTED TO OFFICER
 _____ RFA LETTER INCLUDE THE MARITAL STATUS UPON REPORTING TO TBS, RELIGION PREFERENCE, RACE, & ETHNIC

APPLICATION

_____ NAVMC 10418-1 APPLICATION FOR OFFICER PROGRAMS (PLC/OCC ONLY)
 _____ NAVMC 11505 MCRC ON/E INFORMATION AND APPLICATION SHEET (NROTC AND E-O ONLY)
 _____ ADDENDUM WITH SUPPORTING DOCUMENTS
 _____ DRUG STATEMENT
 _____ NON-TRAFFIC ARREST
 _____ MINOR TRAFFIC PAGE
 _____ TATTOO SCREENING FORM (ALL APPLICANTS EVEN IF NO BODY MARKINGS; MUST BE SIGNED BY OFFICER)
 _____ TATTOO STATEMENT OF UNDERSTANDING (ALL APPLICANTS EVEN IF NO BODY MARKINGS; MUST BE SIGNED BY OFFICER)
 _____ BODY MARKING PHOTOS IN PHYSICAL TRAINING GEAR (IF BODY MARKINGS AND IF NOT ALREADY ON FILE AT MCRC)
 _____ POLICE RECORD CHECK
 _____ WAIVER APPROVAL LETTER (IF APPLICABLE)
 _____ MCRC WAIVER ENDORSEMENT PAGE WITH FINAL DETERMINATION (IF APPLICABLE)

CONTRACTS / OBLIGATION (CURRENT AND/OR PREVIOUS)

_____ DD FORM 4 CURRENT ENLISTMENT
 _____ NROTC (SCHOLARSHIP CONTRACT) (NSTC 1533/135)
 _____ ACADEMY OATH (ACADEMY COMMISSIONS ONLY)
 _____ STATEMENT OF CONDITIONAL ENLISTMENT (PLC/OCC ONLY)
 _____ SERVICE AGREEMENT / GUARANTEE
 _____ MCRC/MCD APPROVED PROGRAM CHANGE LETTER (IF APPLICABLE)
 _____ INCLUDE PREVIOUS SERVICE AGREEMENT AND CONDITIONAL ENLISTMENT
 _____ OCS TRAINING ORDERS (CURRENT AND PREVIOUS PLC, OCC OR NROTC/E-O ORDERS)
 _____ MCTFS (D974) SCREEN / TUITION ASSISTANCE / FINANCIAL ASSISTANCE SCREEN (OR) MCFAP/ MCTAP MCRISS SCREEN
 _____ ALL PRIOR SERVICE CONTRACTS DD FORM 4 IN CHRONOLOGICAL ORDER (IF APPLICABLE)
 _____ DD FORM 785 RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING
 _____ DISENROLLMENT/SEPARATION LETTER (ALL PRIOR PLC, OCC, ROTC AND SERVICE ACADEMIES)
 _____ PROVIDE PREVIOUS FINANCIAL AND/OR SERVICE OBLIGATION DOCUMENTS
 _____ NSTC 1533/30 NROTC COST SHEET
 _____ DD FORM 368 REQUEST FOR CONDITIONAL RELEASE (MUST BE SIGNED AND APPRVD BY THE PREV SERVICE)
 _____ RELEASE FROM SERVICE DOCUMENTS (NGB FORM 22, RELEASE ORDERS OR MESSAGE)
 _____ ALL DD FORM 214s
 _____ ALL DISCHARGE FROM ACTIVE DUTY DOCUMENTS (IF NO DD FORM 214)
 _____ NAVMC 118 (11) CHRONOLOGICAL PAGE (PAGE 11s) _____ PAGE 1, PAGE 2/4 OR PAGE 7/8
 _____ SMCR SIMULTANEOUS ENROLLMENT LETTER (IF APPLICABLE)

CITIZENSHIP - DEPENDENTS

_____ BIRTH VERIFICATION (CERTIFIED COPY)
 _____ SOCIAL SECURITY CARD (CERTIFIED COPY)
 _____ DEPENDENT'S BIRTH VERIFICATION AND SSN CARD (CERTIFIED COPY)
 _____ SPOUSE STATEMENT - FMF STATEMENT (IF APPLICABLE)
 _____ MARRIAGE CERTIFICATE _____ DIVORCE DECREE _____ LEGAL GUARDIANSHIP FOR ADOPTION
 _____ NAVMC 538 FOREIGN BORN FORM; INCLUDE BIRTH CERTIFICATE TRANSLATED TO ENGLISH/NOTORIZED
 _____ DUAL-CITIZENSHIP RENOUNCE LETTER FROM EMBASSY FOR SECURITY CLEARANCE
 _____ PASSPORT RELEASE STATEMENT
 _____ CERTIFICATION LETTER FOR SECURITY CLEARANCE

MEDICAL

_____ PROVIDE ALL MEDICAL DOCUMENTS FOR PROGRAM ENROLLMENT, REENROLLMENT, RETENTION, LINE OF DUTY, CONSULTATIONS, AND LETTERS
 _____ PHYSICAL EXAMINATIONS AND MEDICAL HISTORY (DO NOT SEND "WORKING COPIES" OF THE EXAM)
 _____ MEPS/MTF 2807 AND 2808/ DODMERB 2351 / 2492 (NROTC MUST INCLUDE ORIGINAL DODMERB PE)
 _____ AVIATION FLIGHT EXAMINATIONS (MUST INCLUDE ORIGINAL GROUND PE)
 _____ ANNUAL CERTIFICATE OF PHYSICAL CONDITION NAVMED 6120/3 OR PERIODIC HEALTH ASSESSMENT 6120/4 OR SF600 EACH YEAR
 _____ ENSURE THE MOST CURRENT CERTIFICATE EXTENDS BEYOND THE COMMISSION DATE
 _____ DENTAL EXAM DATED WITHIN 12 MONTHS
 _____ HIV RESULTS DATED WITHIN 24 MONTHS
 _____ PAP PATHOLOGY RESULTS DATED WITHIN 24 MONTHS AND HCG (PREGNANCY) RESULTS MUST BE INCLUDED
 _____ MCRC ENDORSED BUMED/DODMERB CLEARANCE LETTER(S)
 _____ MCRC ENDORSED NOMI CLEARANCE LETTER (AVIATION ONLY)

MENTAL SCORES

_____ APTITUDE TEST SCORES SHEET (ORIGINAL OR CERTIFIED COPY)
 _____ SAT _____ AFQT _____ ACT _____ ASTB (AVIATION ONLY) _____ LSAT (LAW ONLY)

ACADEMICS

_____ NAVMC 10469 ACADEMIC CERTIFICATION FORM
 _____ OFFICIAL COLLEGE TRANSCRIPTS
 _____ MCRC/MCD APPROVED COMMISSION YEAR CHANGE LETTER (IF APPLICABLE)
 _____ MCRC/MCD APPROVED GRADUATION DATE CHANGE LETTER (IF APPLICABLE)
 _____ PROOF OF UNDERGRADUATE DEGREE - REQUIRED FOR DIRECT COMMISSION MEMBERS (ECP, RECP, PLC, PLC LAWYERS, AND OCC)
 _____ LAW SCHOOL ACCEPTANCE LETTER
 _____ PROOF OF GRADUATE DEGREE
 _____ BAR ADMITTANCE / CARD NUMBER

STATEMENTS OF UNDERSTANDING

_____ RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES (AND SEPARATION POLICY)
 _____ MARINE CORPS POLICY CONCERNING USE OF DRUGS
 _____ MARINE CORPS POLICY CONCERNING FRATERNIZATION
 _____ MARINE CORPS POLICY ON SEXUAL ASSAULT AND SEXUAL HARASSMENT
 _____ MEDICAL INSURANCE NON COVERAGE (PLC/OCC ONLY)
 _____ SERVICE MEMBER CIVIL RELIEF ACT
 _____ NAVMC 11000 DATA REQUIRED BY THE PRIVACY ACT OF 1974
 _____ NAVMC 10418-2 CERTIFICATE OF UNDERSTANDING REASONS FOR DISENROLLMENT (PLC/OCC ONLY)